



State of Louisiana
Division of Administration
Office of the Commissioner

January 14, 2015

Re: Office of State Procurement Business Transformation

Dear Vendor:

As you know, the State of Louisiana and the Office of State Procurement (OSP) have been working to improve the state's procurement processes, including our service to you. Through our business transformation and the implementation of the strategic sourcing program we are increasing competition, gaining various process efficiencies, improving contracts, and reducing the time to procure goods and services. One of our improvements includes electronically posting some solicitations on our website.

To receive immediate notifications of business opportunities, you are encouraged to register on LaGov and pay your annual vendor subscription fee. This annual subscription will provide you with greater access to business opportunities of all solicitations issued as well as immediate notifications of quick turn-around bid opportunities that may only provide between 24 and 72 hours for response. Without this service you and your company would be required to visit our Louisiana Procurement and Contract Network (LaPAC) website to search for these solicitations.

In addition to the notification service, we have worked to reduce processing time for all of our communications with you, standardized the templates for RFPs and contracts, and consolidated offices to ensure the state and its taxpayers are receiving the best service available from our office and the state's vendors.

If your company has not registered or has not renewed its online registration to automatically receive notices from OSP, please take this opportunity to go online to register or verify your registration, pay your subscription fees, or update your account.

- Vendors may register online at the following link:
https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg
- Once registered, subscription fees may be paid at the LaGov Vendor Portal:
<https://lagoverpvendor.doa.louisiana.gov/irj/portal>
- Help scripts for online payment requirements are provided at the vendor registration portal on the Office of State Procurement's website:
<http://www.doa.louisiana.gov/osp/vendorcenter/memos/list.htm>

Please visit our website often and provide us with your feedback at (225) 342-8010, email us at VENDR_INQ@LA.GOV or access our vendor information site at http://www.doa.louisiana.gov/osp/vendor_index.htm.

Sincerely,

A handwritten signature in dark ink, reading "Jan B. Cassidy". The signature is written in a cursive style with a large, looping initial "J".

Jan B. Cassidy
Assistant Commissioner